


**INTEROFFICE CORRESPONDENCE**  
**Los Angeles Unified School District**  
Division of Instruction/Division of Special Education

**TO:** Local District Superintendents

**DATE:** April 14, 2021

**FROM:** Anthony Aguilar   
Chief of Special Education, Equity and Access

Alison Yoshimoto Towery   
Chief Academic Officer, Division of Instruction

**SUBJECT: FOR IMMEDIATE DISTRIBUTION TO ALL PRINCIPALS:  
FACE MASK ACCOMODATION/EXEMPTION PROCESS**

The purpose of this communication is to provide information regarding the District’s Face Mask Accommodation/Exemption Process. During hybrid instruction, LA Unified will be providing in-person instruction to students in accordance with the Los Angeles County Department of Public Health (LACDPH) Guidelines. These guidelines include social distancing and wearing of a face mask. The Face Mask Accommodation/Exemption Process outlines protocols to follow in the event that a school site becomes aware of a student having difficulty complying with the face mask requirement due to a disability, medical and/or mental health condition. This process is for both general education students and students with disabilities.

**BACKGROUND**

In accordance with Los Angeles County Department of Public Health, students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. “Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate a face mask. Students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. They may be able to tolerate a face shield with drape at the bottom which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered face mask, therefore a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate personal protective equipment (PPE). They may also need to be accommodated via distance learning.”

In conformance with current health orders and guidance, during and in response to, the COVID-19 pandemic, LA Unified requires students to wear a face mask while participating in all in-person services. These services include assessments, tutoring, or instruction, in a cohort at an LAUSD site. Students attending in-person activities on a District site will be accommodated to the extent feasible and allowed by the Los Angeles County Department of Public Health.

**FACE MASK ACCOMODATION/EXEMPTION PROCESS**

- The request may be initiated by the student’s teacher, parents and/or guardian.

- Parent should complete Face Mask Accommodation/Exemption Request (Attachment B) prior to the first day of attendance or as soon as possible after the need is discovered. This includes medical certification to be completed by the student's medical provider.
- Upon receiving the completed Face Mask Accommodation/Exemption Request, the school site will schedule a team meeting to address the request.
- The school site team will include the following required participants: Administrator, nurse, classroom teacher and parent/guardian.
- During the meeting, the team will complete the Face Mask Accommodation/Exemption Support Strategies Checklist (Attachment C). If the school site team identifies possible accommodations, they are to be noted in the Outcome Analysis section of Attachment C. The Student Face Mask Accommodation/Exemption Plan (Attachment D) should also be completed and signed by the parent and/or guardian. The student may participate in cohort instruction with the implementation of the identified supports.
- If the school site team is unable to identify accommodations, and a medical exemption is recommended by a medical provider, the school site team must consider the possibility of a mask exemption (with student and support provider using appropriate PPE i.e., face shield, face shield w/drape, plexiglass) with 1:1 support in a space adhering to LACDPH Guidelines i.e., adjacent classroom, outdoor space, etc. If the mask exemption and 1:1 support is agreed upon by the school site team, the exemption supports are to be noted in the Outcome Analysis section of Attachment C. Attachment D should also be completed and signed by the parent and/or guardian.
- If the school site team finds that the school cannot accommodate the student or provide 1:1 supports, Attachment C & Attachment D should be completed noting that the student will continue with online instruction.
- The administrator on the school site team should ensure that school site staff responsible for implementation of the plan are provided a copy of the plan. A copy of the plan should also be provided to the Local District Special Education Administrator.
- Both the Face Mask Accommodation/Exemption Support Strategies Checklist including the Outcome Analysis (Attachment C) and the Student Face Mask Accommodation/Exemption Plan (Attachment D) should be placed in the student's cumulative file along with a copy of other relevant documents, if any (i.e., letter from medical provider).

If you have questions or need further assistance, please contact Dr. Maribel Luna at [maribel.luna@lausd.net](mailto:maribel.luna@lausd.net) or Christina Rico at [christina.rico@lausd.net](mailto:christina.rico@lausd.net).

Attachment A: Face Mask Accommodation/Exemption Process

Attachment B: Face Mask Accommodation/Exemption Request

Attachment C: Face Mask Accommodation/Exemption Support Strategies Checklist

Attachment D1: Student Face Mask Accommodation/Exemption Plan

Attachment D2: Plan de Exención y Adaptación del Uso de Mascarillas de los Estudiantes

c: Pedro Salcido

Devora Navera Reed

Administrators of Instruction

Administrators of Operations

Community of School Administrators

Local District Special Education Administrators



## LOS ANGELES UNIFIED SCHOOL DISTRICT FACE MASK ACCOMMODATION AND EXEMPTION PROCESS

### FACE MASK ACCOMMODATION/EXEMPTION PROCESS

During hybrid instruction, LA Unified will be providing in-person instruction to students in accordance with the LA County Department of Public Health (LACDPH) Guidelines. These guidelines include social distancing and wearing a face mask. This document outlines protocols to follow in the event that a school site becomes aware that a student will have difficulty complying with the face mask requirement due to a disability, medical and/or mental health condition.

According to Los Angeles County Department of Public Health: *Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate a facemask. Students who cannot wear a mask should not be placed with a cohort or group of students in the classroom. They may be able to tolerate a face shield with drape at the bottom which does not provide the same extent of source control or personal protection as use of a properly fitted, multi-layered face mask, therefore a student who cannot wear a mask can receive necessary services in a one-to-one setting with staff wearing appropriate PPE. They may also need to be accommodated via distance learning.*

In conformance with current health orders and guidance, during and in response to the COVID-19 pandemic, LA Unified requires students to wear a face mask while attending in-person assessments, services, and/or instruction in a cohort at a District site. Students attending in-person activities on a District site will be accommodated to the extent feasible and allowed by the Los Angeles County Department of Public Health.

#### **Initiating a Request**

A request for face mask accommodation/exemption can be initiated by the student's teacher, parents, and/or guardian

#### **School Site Team Responsibilities**

The School Site team will be composed of school site members with, at minimum, the following required participants: Administrator, nurse, classroom teacher and parent/guardian. Upon notification of concerns regarding a student's ability to wear a face mask, the school site team will provide the Face Mask Accommodation/Exemption Request to the parent/guardian.

Upon receipt of the completed form, the school site team will schedule a meeting which will include student's parent/guardian. The team will complete the Face Mask Accommodation/Exemption Support Strategies Checklist, including the Outcome Analysis, to explore strategies to support the student with health and safety compliance. If the school site team is unable to identify accommodations, and a medical exemption is recommended by a medical provider, the school site team must consider the possibility of mask exemption (with student and support provider using appropriate personal protective equipment (PPE) i.e., face shield, face shield w/drape, plexiglass) with 1:1 support in an adjacent classroom or outdoors. The team will complete and document the end result in the Student Face Mask Accommodation/Exemption Plan and ensure that school site staff responsible for implementation



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of the plan are provided a copy. A copy of the plan should also be provided to the Local District Special Education Administrator.

Upon completion of the Face Mask Accommodation/Exemption Process, the completed Face Mask Accommodation/Exemption Request, Face Mask Accommodation/Exemption and Support Strategies Checklist, including the Outcome Analysis, and the Student Face Mask Accommodation/Exemption Plan, should be placed in the student's cumulative file along with a copy of other relevant documents, if any (i.e., letter from medical provider).

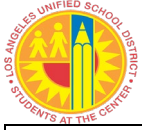


**LOS ANGELES UNIFIED SCHOOL DISTRICT  
FACE MASK ACCOMMODATION AND EXEMPTION PROCESS**

**FACE MASK ACCOMMODATION/EXEMPTION REQUEST  
(To be completed by Parent/Guardian and Medical Provider)**

In conformance with current health orders and guidance, during and in response to the COVID-19 pandemic, Los Angeles Unified School District (LAUSD) requires students to wear a face mask while attending in-person assessment, services, and/or instruction in a cohort. LAUSD recognizes that some students may be unable to comply with the face mask requirement due to a disability, medical and/or mental health condition(s). If your child may require accommodations or is not able to wear a mask, please complete this form and return it to the school site **PRIOR TO THE FIRST DAY OF ATTENDANCE** or as soon as possible after the need is discovered.

Student Name		Student ID Number	Date of Birth
School	Grade	Special Education Eligibility (if applicable)	
Student Currently Has: <input type="checkbox"/> Individualized Education Program (IEP) <input type="checkbox"/> Section 504 Plan <input type="checkbox"/> Health Care Plan <input type="checkbox"/> N/A			
<b>Consent for Communication with Health Care Provider – To Be Completed by Parent/Guardian</b>			
I affirm that my student has been diagnosed with a disability, medical and/or mental health condition(s) and requires a face mask accommodation or exemption. I consent to the release and exchange of information between my medical provider(s) and LAUSD officials identified below to discuss this request.			
Parent/Guardian Name		Parent/Guardian Telephone	
Signature of Parent/Guardian		Date	
Name of LAUSD Official(s)		Title of LAUSD Official(s)	
<b>Medical Certification – To Be Completed by Medical Provider</b>			
I certify that this student is under my care and has a disability, medical condition, or other health condition(s) such that a face mask may cause harm, obstruct breathing, or otherwise warrant an exemption because:			
<input type="checkbox"/> Risk of obstructed breathing <input type="checkbox"/> Inability to remove face mask without assistance <input type="checkbox"/> Inability to prevent sucking, drooling, or excessive saliva production on the mask <input type="checkbox"/> Diagnosis of medical/respiratory condition: _____ <input type="checkbox"/> Sensory issues including: _____ <input type="checkbox"/> Other (please state or attach the reasons for requesting a face mask accommodation or exemption): _____			



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Does the student require an aerosolizing procedure while in school?  Yes  No  
If yes, please describe:

**Recommendations for Face Mask Accommodation or Exemption – To Be Completed by Medical Provider**

Students that are unable to wear a face mask may be accommodated, if feasible, to facilitate safe participation during cohorted in-person activities. Please check any and all accommodations that should be considered for this student:

- Taking Mask Breaks in safe places (e.g. outdoor, with physical distancing of 6ft Minimum on a one-to-one basis)
- Use of transparent face mask
- Support student with face mask placement and removal, as needed
- Support with visual and/or verbal cues
- Other recommendations: \_\_\_\_\_

\*Due to current LACDPH guidance, face shields (with or without drapes) and/or masks with valves or other openings at this time are not acceptable for cohort participation.

Name of Physician	Medical License #:
Address	Telephone Number
Signature	Date



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**FACE MASK ACCOMODATION/EXEMPTION  
SUPPORT STRATEGIES CHECKLIST  
(School Use Only)**

**School Site Team Responsibilities:** Upon notification of a concern regarding a student's ability to comply with the face mask guidelines, school site teams will use this checklist to assess support strategies available to assist the student in complying with face mask guidelines. Please indicate the support strategies and/or accommodations that may be appropriate for implementation on the checklist below.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Grade \_\_\_\_\_

Special Education Eligibility (if applicable): \_\_\_\_\_

Accommodations to Support Wearing of Face Mask		Yes	No
1.	Have multiple masks available throughout the day (work with families to provide additional masks and resealable bags)		
2.	Allow students to personalize their face masks		
3.	Support student with face mask placement and removal, as needed (eating, drinking, etc.)		
4.	Taking mask breaks in safe places (e.g., outdoors with physical distancing of 6 feet minimum. on a one-to-one basis)		
5.	Using 'friendly' printed mask		
6.	Teaching Social Stories		
7.	Using Visual or Written instructions		
8.	Implement Social Skills Curriculum for mask wearing		
9.	Reviewing routines with regular reminders		
10.	Other:		

May refer to Behavior Specialist or school nurse for additional support



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**Outcome Analysis:**

1. Did the school site team identify at least one possible accommodation/strategy from the accommodations listed above?    Yes    No (Proceed to question 3)
  
2. List Accommodations and/or Support Strategies that will be implemented and person(s) responsible:

Accommodation and/or Support Strategy	Person/s Responsible

3. If the school site team was unable to identify accommodations and a medical exemption is recommended by a medical provider, the school site team must consider the possibility of mask exemption (with student and support provider using appropriate personal protective equipment (PPE) i.e., face shield, face shield w/drape, plexiglass) with 1:1 support in a space adhering to LACDPH Guidelines i.e., adjacent classroom, outdoor space, etc. What was the outcome?

Exemption and Support Strategy	Person/s Responsible





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STUDENT FACE MASK ACCOMODATION/EXEMPTION PLAN

<b>Part I: Student Information</b>		
Student Name	Student ID Number	Date of Birth
School	Grade	Special Education Eligibility (if applicable)
<b>Part II: Face Mask Accommodation/Exemption Support Strategies Analysis</b>		
<input type="checkbox"/> School is able to accommodate based on the recommended face mask accommodations and/or support strategies identified in the Outcome Analysis section of the <i>Face Mask Accommodation/Exemption Support Strategies Checklist (attached)</i> .		
<input type="checkbox"/> Accommodations were not identified; however, a medical mask exemption is recommended by a medical provider, and the school site team has agreed to provide 1:1 support (with student and support provider using appropriate personal protective equipment (PPE) i.e., face shield, face shield w/drape, plexiglass) in a space adhering to LACDPH Guidelines i.e., adjacent classroom, outdoor space, etc.		
<input type="checkbox"/> School is unable to accommodate student or provide 1:1 support at this time. After a review of the information available and considered analysis, it is decided that there are no practical supports at this time. The student may continue through online instruction.		
<p>I acknowledge that the School Site Team has completed the Face Mask Accommodation/Exemption Process. I have been informed that my child <b>may/may not (circle one)</b> be able to be accommodated/exempted at this time. I will have the opportunity to revisit again if other effective and practical supports are identified or if Los Angeles County Department of Public Health guidance changes.</p>		
Parent/Guardian Name		
Signature of Parent/Guardian	Date	
<b>To be completed by school site –</b> Approved By:		Date:



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**PLAN DE EXENCIÓN Y ADAPTACIÓN DEL USO DE MASCARILLAS DE LOS ESTUDIANTES**

<b>Parte I: Información del estudiante</b>		
Nombre del Estudiante	Número de Identificación del Estudiante	Fecha de Nacimiento
Escuela	Grado	Clasificación de Educación Especial (si corresponde)
<b>Parte II: Análisis de las Estrategias de Apoyo para la Exención y Adaptación del uso de Mascarillas</b>		
<p><input type="checkbox"/> La escuela puede adaptarse en base a las adaptaciones recomendadas para la mascarilla y/o en las estrategias de apoyo identificadas en la sección de Análisis de Resultados de la <i>Lista de Verificación de las Estrategias de Apoyo para la Exención y Adaptación del uso de Mascarillas (adjunta)</i>.</p> <p><input type="checkbox"/> No se identificaron las adaptaciones, sin embargo, una exención médica de la mascarilla es recomendada por un proveedor médico y el equipo del plantel escolar está de acuerdo en proporcionarle apoyo individualizado (con el estudiante y el proveedor de apoyo utilizando el equipo de protección personal (PPE) adecuado, es decir, mascarillas transparentes, mascarilla de tela con un panel de plástico transparente, plexiglás) en un espacio que cumpla con las directrices del LACDPH, es decir, un aula adyacente, un espacio al aire libre etc.</p> <p><input type="checkbox"/> La escuela no va a poder facilitarle esto al estudiante ni proporcionarle apoyo individualizado en este momento. Tras una revisión de la información disponible y un análisis considerado, se decide que no hay medidas de apoyo prácticas en este momento. El estudiante puede continuar con la enseñanza en línea.</p>		
<p>Reconozco que el equipo del plantel escolar ha realizado el proceso de exención y adaptación del uso de mascarillas. Se me ha informado que mi hijo se le <b>puede/no puede (marque una)</b> proporcionar la adaptación/exención en este momento. Tendré la oportunidad de volver a considerar la situación si se identifican otras medidas de apoyo eficaces y prácticas o si cambian las guías del Departamento de Salud Pública del Condado de Los Ángeles.</p>		
Nombre del Padre/Tutor Legal		
Firma del Padre/Tutor Legal		Fecha
<p><b>To be completed by school site /A ser completado por el plantel escolar –</b> Aprobado por: _____ Fecha: _____</p>		